



## DEPARTMENT OF EDUCATION







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STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

### Division of Student Transportation

## School Bus Run Report Instructions

The annual transportation report is designed to reflect the district's routing methods and reporting requirements in compliance to administrative rule (IDAPA 08.02.02.190, Idaho Code 33-1506).

-  Log on to <http://www.sde.idaho.gov/Transportation/SISTR/default.asp>
-  In the log in box, select the district/charter number from the Username drop down list and enter in previously assigned transportation password.
-  Fill in/update the contact information and click "Save." This is considered our mailing address book. Please verify this information is accurate.
-  Click on the School Bus Run Report. This will link to an inventory list of school buses for the district.
-  Click on "Edit" to update the information for each school bus. When completed click "Save." Each run is entered separately. Continue until all information has been entered for each bus.
-  When complete click "Final Submit". This will send the report to SDE. Warning: Once "Final Submit" is clicked you are no longer able to edit information for this report. If "final Submit" is clicked by accident, contact the webmaster using the link at the bottom of the page.

### Definitions for Each Field

**Date:** Select a day with in the ridership count weeks selected by SDE that best benefits the district. All Counts must be taken from the same day. The ridership count weeks are listed below.

- October 15-19, 2007
- January 7-11, 2008
- April 21-25, 2008

**Actual Riders:** Enter the actual number of students fro each bus run (non-public, non-student, and ineligible students should not be counted). This is the number of students that are actually on the bus from the date chosen by the district. Do not calculate, average, or estimate counts. Enter each run separately under the same bus. To be considered a run, there must be students on the bus. If no students were on the bus for the day chosen, check the box stating that this bus was used as a spare.

**Cap Ratio:** Contains a formula for information purposes only.